

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Office Support Assistant II, 9003

Date Posted – 09 July 2010

Pay Grade/Salary Range – Grade 08, \$1,658.16 - \$2,196.52

Agency – Military Affairs, Facilities Division

Work Location – Kentucky Air National Guard, Standiford Field, Civil Engineering Building, Louisville Kentucky, Jefferson County

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1) (r).

General Job Duties – Provides administrative support under general supervision for the Base Civil Engineering Section at the Kentucky Air National Guard. Maintain all electronic publications, forms, documents and all other correspondence for the Civil Engineering Section. Keeps file maintenance and disposition of records in the Records Information Management System (RIMS). Prepares travel orders and travel arrangements for the Civil Engineering personnel. Prepares all types of requests for personnel actions and forwards to Civilian Personnel Office for processing. Receives request for civilian performance awards, reviews request for completeness and forwards to Civilian Personnel Office. Answers all incoming calls and routes them to the appropriate sections within Civil Engineering. Greets and directs visitors, answers routine questions and provides friendly service to all questions and personnel. Receives, opens and reviews envelopes for action required, distributes, mail, routes mail to appropriate personnel; perform follow-ups, answer inquiries in mail and presents for executive signature and independently composes correspondence for routine matters. Routes outgoing mail appropriately. Provides administrative assistance to Maintenance Branch Manager. Receives reviews and inputs all time and attendance paperwork for civilian personnel as assigned. Performs other administrative duties as assigned.

Minimum Requirements – High school graduate.

Additional Requirements – Must have two years of office support experience.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Specialist III, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 19 July 2010